

# 2016-2017 Creating Excellence Awards

## *Secondary Application Packet*

Duplicate the following for each application:

- Fact Sheet
- 2017 Certificate of Recognition

## *Applications:*

- Exemplary Secondary Program Award Application
- Secondary Advisory Committee Award Application
- Secondary Business and Industry Partnership Award Application

# Virginia Career and Technical Education Creating Excellence Awards

## *Fact Sheet for Secondary Education*

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### **What Is the Virginia Career and Technical Education Creating Excellence Awards?**

The Creating Excellence Awards promote best practices in education and recognize exemplary contributions that improve the quality of CTE programs.

### **What Are the Goals of the Creating Excellence Awards?**

- ◆ Promoting improvement in academic achievement and technical skills attainment
- ◆ Strengthening connections between secondary and postsecondary education
- ◆ Preparing students for successful transition from high school to further education and careers
- ◆ Creating partnerships that support, promote, and enhance Virginia's workforce and economy

### **What Activities Make a Good Creating Excellence Awards Entry?**

- ◆ Activities that demonstrate the integration of academic concepts and technical skills attainment
- ◆ Partnerships that engage business, industry, education, and other stakeholders in meaningful ways and that provide resources and support for rigorous, relevant CTE programs.
- ◆ Activities that lead secondary students to successful transitions to further education and entry into the workforce.

### **How Does the Process Work?**

The Creating Excellence Awards process begins at the local level with the submission of the enclosed application.

#### ***At the Local Level***

1. In March, applications are completed and submitted to the local CTE administrator.
2. A local, external panel of judges reviews all Creating Excellence Awards applications.
3. All participants are presented a Certificate of Recognition.
4. The local judging panel selects one application for each of the three categories to send forward to represent the locality at the regional level. The CTE Administrator submits these applications to the Virginia Department of Education.

#### ***At the Regional Level***

5. A Virginia Department of Education and Virginia Community College System-selected panel of judges reviews the applications submitted by school divisions.

#### ***At the State Level***

6. A Virginia Department of Education and Virginia Community College System-selected panel of judges reviews the applications of the regional award recipients. The panel selects one secondary applicant in each of the three categories for the state level award.
7. The applications selected for regional and state awards will be honored at a recognition luncheon in June.



# Creating Excellence Awards 2017 Certificate of Recognition

Presented to \_\_\_\_\_

School Division \_\_\_\_\_

For \_\_\_\_\_

\_\_\_\_\_  
Division Superintendent

\_\_\_\_\_  
Career and Technical Education Advisory Committee Chair

\_\_\_\_\_  
Career and Technical Education Administrator

\_\_\_\_\_  
Date





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# Creating Excellence Awards

## Exemplary Secondary Program Award Application

**2016–2017**

Virginia Department of Education  
Office of Career, Technical, and Adult Education

# Virginia Career and Technical Education Creating Excellence Awards Exemplary Secondary Program Award Application

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## *Secondary Administrator's Schedule*

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### **January 2017**

- ◆ Introduce Virginia Career and Technical Education Creating Excellence Awards to teachers.
- ◆ Provide teachers the following materials:
  - ◇ Creating Excellence Awards Fact Sheet
  - ◇ Exemplary Secondary Program Award Application
- ◆ Encourage response by highlighting excellent career development activities in your locality.
- ◆ Inform local advisory committee and school board members of the Creating Excellence Awards; ask for their support.

### **March 10, 2017**

- ◆ Collect applications from all CTE educators who participated in the Creating Excellence Awards.
- ◆ Use the enclosed Certificate of Recognition to recognize all participants.
- ◆ Organize local competition.
- ◆ Select judges. (Judges are often members of local advisory committees; they could be local business persons and community leaders. They should not be teachers or administrators from within the local school division or the Department of Education.)
- ◆ Distribute Creating Excellence Awards Fact Sheet and the Judging Panel Rubric to panel members.
- ◆ Complete the local judging. The judges should carefully examine all entries and review them in accordance with the Creating Excellence Awards rubric. The judges should then select a local Creating Excellence winner.

### **March 17, 2017**

- ◆ Present to all participants a Certificate of Recognition.
- ◆ Forward the application for the winning entry to the Virginia Department of Education by **March 17, 2017**:

Helen Fuqua, Awards Program Coordinator  
Virginia Department of Education  
James Monroe Building  
101 N. 14th Street, 21st Floor  
Richmond, VA 23219

Phone: (804) 225-3119  
FAX: (804) 530-4560  
E-mail: [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov)

### **April 6, 2017**

- ◆ Convene the regional/state judging panel and select winners.

### **May 1, 2017**

- ◆ Notify regional award winners.

### **June 8, 2017**

- ◆ Hold recognition luncheon in Richmond, Virginia.

**Virginia Career and Technical Education  
Creating Excellence Awards**  
***Exemplary Secondary Program Award Application***

Date \_\_\_\_\_

School Division \_\_\_\_\_ Region \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_

City/County \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Primary Contact \_\_\_\_\_ Primary Contact's E-mail Address \_\_\_\_\_

.....  
Name(s) of Educators Directly Involved \_\_\_\_\_

Exemplary Program Title \_\_\_\_\_

Career Cluster(s): \_\_\_\_\_ Career Pathway(s): \_\_\_\_\_

Please verify that the exemplary program meets the following criteria:

- |  |  |
|--|--|
| 1. The program must have been in place for a minimum of 2 years.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. The program must provide leadership opportunities for students through the Career Technical Student Organization (CTSO).                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. The instructional program must be based on the state-approved and industry-validated competencies which are validated by business and industry. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Abstract:** Describe your exemplary program. Please limit the summary to 150 words, as this abstract may be used in the recognition program.

**Description of the Program:** Please respond to the following questions in the space provided.

**1. Integration of Academic Concepts:** CTE programs lend relevance to academic learning. Describe how this program promoted integrated academic concepts, e.g., linkages with English (reading and writing), mathematics, science, and history/social science. Did the program include activities, such as collaborative lesson planning and teaching strategies, incorporation of work-based experiences, emphasis on academic correlations beyond the CTE curriculum, incorporation of CTE concepts into academic teaching and learning strategies, and/or lesson plans using state-of-the-art technology and relevant problem-driven projects?

**2. Evidence of Technical Skills Attainment:** Technical skills development is essential for program success. How did this program help students develop technical skills? Describe how you measured student success in attaining technical skills. Provide evidence of CTSO involvement throughout the program.

**3. Prepares Students for Successful Transition from Secondary School to Postsecondary Education/Career and Strengthens Connections between Secondary and Postsecondary Education:** CTE Programs provide linkages between secondary and postsecondary education/careers.

Describe how this program prepared students for transition from middle or high school to further education and careers.

Describe how this program strengthened connections between middle and high school or high school and further education/workforce.

4. **Created Partnerships with Business, Industry, Education, and Other Stakeholders:** Engagement of meaningful partnerships with business, industry, education, and other stakeholders are essential for providing rigorous, relevant CTE programs. Identify the partnerships involved with the program, and describe how these partnerships contributed to the program's success and will impact the workforce.

5. **Performance Data:** Describe the program outcomes. How did this program affect the students' academic achievement and technical skills attainment? How could this program be replicated and adapted in other schools?

*NOTE: School or school division data will be reviewed by judging panel to include SOL benchmarks in Standards of Accreditation and Perkins Performance Measures for the past three years.*



**Virginia Career and Technical Education  
Creating Excellence Awards**

***Exemplary Secondary Program Award Application***

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**Scoring Rubric**

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<b>Score</b>	<b>Program Rating Description</b>	<b>Detailed Explanation</b>
Maximum of 5 points	Exemplary	There is significant demonstrated evidence for the criteria being addressed.
Maximum of 3 points	Promising	There is ample demonstrated evidence for the criteria being addressed.
1	Basic	There is little demonstrated evidence for the criteria being addressed.
0	No Evidence	There is no demonstrated evidence for the criteria being addressed.

**Virginia Career and Technical Education  
Creating Excellence Awards  
Exemplary Secondary Program Award Application**

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**Judging Panel Rubric**

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School Division: \_\_\_\_\_ Region: \_\_\_\_ Title of Program: \_\_\_\_\_

Judging Panel Member: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Five (5) is the maximum score for each of the four (4) categories. Write the score number for each evaluation criteria in the score column and tally the total points. Comments should help applicants identify their strengths and areas for improvement. The winner is determined by the highest total score.

- **Exemplary rating: enter a maximum of 5 points**
- **Promising rating: enter a maximum of 3 points**
- **Basic rating: enter a maximum of 1 point**
- **No evidence: enter a rating of 0 points**

Evaluation Criteria	Score	Exemplary Program should include:
<p><b>1. Integrated Academic Concepts:</b> How did this program promote integrated academic concepts, e.g., linkages with English (reading and writing), mathematics, science, and history/social science?</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Collaborative lesson planning and teaching and learning strategies,</li> <li><input type="checkbox"/> The use of State-of-the-art technology, in teaching and learning activities.</li> <li><input type="checkbox"/> Locally relevant problem-driven projects.</li> </ul>
<p><b>2. Provided Evidence of Technical Skills Attainment:</b> How did this program help students develop technical skills? How were CTSO experiences used to meet technical skills attainment? <b>Middle school programs:</b> Explain how did the program measure success in attaining technical skills and provide performance outcomes.</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Use of extensive differentiated learning activities relevant to the Career Cluster and Pathway. Practice of skills is provided through multiple experiences, such as modeling, industry shadowing/internship, and laboratory time.</li> <li><input type="checkbox"/> Programs that use Board of Education approved external industry credentialing assessments. For middle school programs that are not externally assessed, a clear description of other measures of skill attainment is provided, including how the assessment aligns to complete the program.</li> <li><input type="checkbox"/> The role of CTSO experiences and their contribution to skill attainment is evidenced.</li> <li><input type="checkbox"/> Incorporation of work-based learning experiences.</li> </ul>

Evaluation Criteria	Score	Exemplary Program should include:
<p><b>3. Prepared Students for Successful Transition:</b>            How did this program prepare students for transition from high school to further education and careers?            If this is a middle school program, how did this program prepare students for transition from middle school to high school?</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Collaboration with school counselor,</li> <li><input type="checkbox"/> Use of career coaches,</li> <li><input type="checkbox"/> Use of Virginia Education Wizard and Virginia Career VIEW in academic and career planning, or other career planning/assessment tools,</li> <li><input type="checkbox"/> Collaboration among middle school and high school teachers and high school teachers and postsecondary instructors,</li> <li><input type="checkbox"/> Creation of Academic and Career Plans for students,</li> <li><input type="checkbox"/> Career exploration activities,</li> <li><input type="checkbox"/> Provision of dual enrollment/concurrent credit,</li> <li><input type="checkbox"/> Promotion and recruitment of non-traditional genders for non-traditional careers,</li> <li><input type="checkbox"/> Provision of work-based learning experiences.</li> </ul>
<p><b>4. Created Partnerships with Business, Industry, Education, and Other Stakeholders:</b>            Identify the partnerships involved with the program.            How did these partners contribute to the program's success?</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Community partners who are familiar with the CTE program, community partners who advocate for the program, a local advisory committee that meets on a regular basis and makes recommendations for program improvement, and teachers and administrators who participate in partnership activities.</li> </ul>
<b>Total Score</b>		
<p>Evaluator's Comments:</p>		



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# Creating Excellence Awards

## Secondary Advisory Committee Award Application

**2016–2017**

Virginia Department of Education  
Office of Career, Technical, and Adult Education

# Virginia Career and Technical Education Creating Excellence Awards Secondary Advisory Committee Award Application

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## *Secondary Administrator's Schedule*

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### **January 2017**

- ✦ Introduce Virginia Career and Technical Education Creating Excellence Awards to your school division.
- ✦ Review the following materials:
  - ✧ Creating Excellence Awards Fact Sheet
  - ✧ Secondary Advisory Committee Award Application
- ✦ Encourage response by highlighting excellent career development activities in your locality.
- ✦ Inform local advisory committees and school board members of the Creating Excellence Awards; ask for their support.

### **March 10, 2017**

- ✦ Complete applications for all CTE partners participating in the Creating Excellence Awards.
- ✦ Use the enclosed Certificate of Recognition to recognize all partners.
- ✦ Organize local competition.
- ✦ Select judges. (Judges could be educators and community leaders.)
- ✦ Distribute Creating Excellence Awards Fact Sheet to judging panel members.
- ✦ Complete the local judging. The judges should carefully examine all entries and review them in accordance with the Creating Excellence Awards rubric. The judges should then select a local Creating Excellence winner.

### **March 17, 2017**

- ✦ Present all participants a Certificate of Recognition.
- ✦ Forward the application for the winning entry to the Virginia Department of Education by **March 17, 2017**:

Helen Fuqua, Awards Program Coordinator	Phone: (804) 225-3119
Virginia Department of Education	FAX: (804) 530-4560
James Monroe Building	E-mail: <a href="mailto:cte@doe.virginia.gov">cte@doe.virginia.gov</a>
101 N. 14th Street, 21st Floor	
Richmond, VA 23219	

### **April 6, 2017**

- ✦ Convene the regional/state judging panel and select winners.

### **May 1, 2017**

- ✦ Notify regional award winners.

### **June 8, 2017**

- ✦ Hold recognition luncheon in Richmond, Virginia.

# Virginia Career and Technical Education Creating Excellence Awards

## Secondary Advisory Committee Award Application

Nominee \_\_\_\_\_ Date \_\_\_\_\_  
Region \_\_\_\_\_

Name of advisory committee as it should appear on the award certificate

Nominated by \_\_\_\_\_

School Division or Regional Career and Technical Center

School Address \_\_\_\_\_

City/County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Primary Contact \_\_\_\_\_ Primary Contact's E-mail Address \_\_\_\_\_

.....

**Abstract:** Describe exemplary career development activities of the advisory committee. Please limit the summary to 150 words, as this abstract may be used in the recognition program. How did the advisory committee assist with all aspects of CTE program operations including promotion of the CTE programs, planning, curriculum, instruction, and evaluation of student learning?

.....

### 1. Advisory Membership

Provide a roster of advisory committee members, including name, occupation, and business affiliation if applicable.

.....

### 2. Involvement of CTE Advisory Committee in Curricula and Career Development

How did the advisory committee review the current CTE program curricula to determine if it prepares students for college and careers and if it meets the projected employment needs of business and industry? Describe the advisory committee's involvement in curriculum updates and its support for career development. Cite evidence-based performance.

.....

**3. Program Evaluation**

Which methods were used to assess program quality and the success of students?

How does the advisory committee evaluate the performance of the local CTE program?

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**4. Public Relations**

How did the advisory committee promote the CTE program?

**Virginia Career and Technical Education  
Creating Excellence Awards**

***Secondary Advisory Committee Application***

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**Scoring Rubric**

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<b>Score</b>	<b>Rating Description</b>	<b>Detailed Explanation</b>
Maximum of 5 points	Exemplary	There is significant demonstrated evidence for the criteria being addressed.
Maximum of 3 points	Promising	There is ample demonstrated evidence for the criteria being addressed.
1	Basic	There is little demonstrated evidence for the criteria being addressed.
0	No Evidence	There is no demonstrated evidence for the criteria being addressed.



**Virginia Career and Technical Education  
Creating Excellence Awards  
CTE Secondary Advisory Committee Application**

**Judging Panel Rubric**

School Division: \_\_\_\_\_ Region: \_\_\_\_\_

Name of Advisory Committee: \_\_\_\_\_

Judging Panel Member: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Five (5) is the maximum score for each of the four (4) categories. Write the score number for each evaluation criteria in the score column and tally the total points. Comments should help applicants identify their strengths and areas for improvement. The winner is determined by the highest total score.

- **Exemplary rating: enter a maximum of 5 points**
- **Promising rating: enter a maximum of 3 points**
- **Basic rating: enter a maximum of 1 point**
- **No evidence: enter a rating of 0 points**

<b>Evaluation Criteria</b>	<b>Score</b>
<p><b>1. Advisory Membership</b> The advisory committee membership is composed of individuals who represent a broad cross-section of business and industry (3 minimum), including labor organizations, Economic Development, Workforce Investment Councils, Community Colleges, parents, students and representatives for special populations such as the Department for Aging and Rehabilitative Services (DARS).</p>	
<p><b>2. Curricula and Career Development</b> The advisory committee has reviewed the current CTE program curricula to determine if it prepares students for further education and career and if it meets the projected workforce needs of business and industry.</p>	
<p><b>3. Program Evaluation</b> The advisory committee reviews annual performance data from the CTE program (e.g. credentials earned, student competency data, completer survey results).</p>	
<p><b>4. Public Relations</b> The advisory committee promotes the CTE program.</p>	
<b>Total Score</b>	

Evaluator's Comments



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# Creating Excellence Awards

## Secondary Business and Industry Partnership Award Application

**2016–2017**

Virginia Department of Education  
Office of Career, Technical, and Adult Education

**Virginia Career and Technical Education  
Creating Excellence Awards**  
**Secondary Business and Industry Partnership Award Application**

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***Secondary Administrator's Schedule***

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**January 2017**

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- ◆ Review the following materials:
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  - ◇ Secondary Business and Industry Partnership Award Application
- ◆ Encourage response by highlighting excellent career development activities in your locality.
- ◆ Inform local advisory committee and school board members of the Creating Excellence Awards; ask for their support.

**March 10, 2017**

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- ◆ Use the enclosed Certificate of Recognition to recognize all partners.
- ◆ Organize local competition.
- ◆ Select judges. (Judges could be educators and community leaders.)
- ◆ Distribute Creating Excellence Awards Fact Sheet to judging panel members.
- ◆ Complete the local judging. The judges should carefully examine all entries and review them in accordance with the Creating Excellence Awards rubric. The judges should then select a local Creating Excellence winner.

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Virginia Department of Education	FAX: (804) 530-4560
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**April 6, 2017**

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**May 1, 2017**

- ◆ Notify regional award winners.

**June 8, 2017**

- ◆ Hold recognition luncheon in Richmond, Virginia.

**Virginia Career and Technical Education  
Creating Excellence Awards**

***Secondary Business and Industry Partnership  
Award Application***

Nominee \_\_\_\_\_ Date \_\_\_\_\_  
Region \_\_\_\_\_

Name of business or industry as it should appear on the award certificate

Nominated by \_\_\_\_\_  
School Division or Regional Career and Technical Center

School Address \_\_\_\_\_

City/County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Primary Contact \_\_\_\_\_ Primary Contact's E-mail Address \_\_\_\_\_

.....

**Abstract:** Describe exemplary engagement in this business partner. Please limit the summary to 150 words, as this abstract may be used in the recognition program.

.....

1. Describe how the business partner engaged in developing and supporting a quality CTE program.

What roles does the business and industry partner have in ensuring that programs and curricula are relevant in today's and the emerging workplace?

2. Cite examples of business partner's participation in curriculum development classroom activities, extracurricular experiences, and student leadership activities.

3. Describe work-based learning experiences (e.g. job shadowing, mentoring, and internships) provided by business partner.

Describe externships and mentorships offered by business partner to support teacher professional development and enrichment.

4. How does the business partner promote the CTE program?

**Virginia Career and Technical Education  
Creating Excellence Awards**

***CTE Secondary Business and Industry Partnership Award Application***

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**Scoring Rubric**

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<b>Score</b>	<b>Rating Description</b>	<b>Detailed Explanation</b>
Maximum of 5 points	Exemplary	There is significant demonstrated evidence for the criteria being addressed.
Maximum of 3 points	Promising	There is ample demonstrated evidence for the criteria being addressed.
1	Basic	There is little demonstrated evidence for the criteria being addressed.
0	No Evidence	There is no demonstrated evidence for the criteria being addressed.

# Virginia Career and Technical Education Creating Excellence Awards

## *Secondary Business and Industry Partnership Award Application*

### Judging Panel Rubric

School Division: \_\_\_\_\_ Region: \_\_\_\_\_

Name of Advisory Committee: \_\_\_\_\_

Judging Panel Member: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Five (5) is the maximum score for each of the four (4) categories. Write the score number for each evaluation criteria in the score column and tally the total points. Comments should help applicants identify their strengths and areas for improvement. The winner is determined by the highest total score.

- **Exemplary rating: enter a maximum of 5 points**
- **Promising rating: enter a maximum of 3 points**
- **Basic rating: enter a maximum of 1 point**
- **No evidence: enter a rating of 0 points**

<b>Evaluation Criteria</b>	<b>Score</b>
<b>1. Programs and Curricula</b> The business partner ensures that programs and curricula are relevant to today's workplace.	
<b>2. Participation in Career and Technical Education</b> The business partner participates in classroom, extracurricular, and student leadership activities.	
<b>3. Work-based Learning</b> The business partner provides work-based learning experiences such as job shadowing, mentoring, and/or internships.	
<b>4. Public Relations</b> The business partner promotes the CTE program.	
<b>Total Score</b>	

Evaluator's Comments